

**People for Progress in India**  
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*PPI supports projects sponsored by responsible, registered non-profit tax-exempt organizations in India that promote self-help and economic independence in the needy sectors of society.*

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## **INSTRUCTIONS FOR APPLYING FOR SPONSORSHIP**

This form contains an outline of the information needed for PPI to consider your application. We ask you to submit your application on your own stationery, following this outline. You should follow the order of this outline, but you may modify or add items to the outline if it seems appropriate.

### **I. REQUIREMENTS**

1. The sponsoring organization must be registered as a nonprofit, tax-exempt NGO in India, and it must be registered under the Foreign Contribution Regulation Act. *If you have not previously been funded by PPI, you must provide copies of the relevant documents to certify this registration.*
2. The sponsoring organization must not be affiliated to a religious group or political party, and the proposed project must not involve discrimination on the basis of religion, caste, or political affiliation. However, a project may be primarily for the benefit of a disadvantaged community.
3. The budget for the proposed project must be within PPI's financial means. Projects are funded for periods of 1 to 3 years, and budgets of recent projects have ranged from Rs.60,000/year for small projects to Rs.2,20,000/year for large, complex ones.
4. PPI's mission is to provide seed money for projects that can continue on a self-sustaining basis or have a lasting impact. PPI does not support projects that are merely charitable donations, and it does not provide long-term funding.

### **II. SUMMARY INFORMATION**

Please provide the following information:

1. Name of sponsoring organization
2. Address of sponsoring organization (including e-mail address if available)
3. Title of proposed project
4. Location of proposed project
5. Duration of proposed project (years/months)
6. Location of nearest State Bank of India office (You do not need to have an account with SBI.)
7. Date of submission of proposal
8. Signatures and printed names of the head of the organization and the project coordinator

*(continued on reverse side)*

### III. PROJECT DESCRIPTION

Please provide a description of the proposed project, with particular attention to the following points:

1. What are the objectives and goals of the project? What are the criteria for success?
2. What group of people is the project intended to benefit? How will beneficiaries be selected? How many beneficiaries (both direct and indirect) will there be?
3. How will the goals of the project be achieved? How will you monitor the progress of the project? Please provide a concrete and specific description of the work plan. This plan should contain an explanation and justification of the items in the budget (in Part V below).
4. Does the project involve loans to individuals? If so, please answer the following:
  - a. What amounts will be loaned, for what period of time, and at what interest rate?
  - b. How are the loans administered? How are recipients of loans selected, and who is responsible for enforcing repayment?
  - c. How will the repaid funds be reinvested or refunded to PPI?
5. What will happen to the project after PPI funding ends? What long-term impact will the project have? Will the project activities be able to continue on a self-sustaining basis?
6. What difficulties do you anticipate in executing the project and how do you intend to deal with them? Please provide a realistic description to show that you have considered the critical issues.
7. Will funds for this project also be provided from another source? Please provide the names and addresses of other organizations who are providing funding or to whom you have applied for funding.

### IV. ABOUT YOUR ORGANIZATION

Please provide the following information:

1. How long has your organization been operating, and how many people are involved?
2. What are the goals and purposes of your organization?
3. What are your current sources of funding?
4. What are your current projects? Please describe briefly.
5. Please describe the nature and accomplishments of one recently completed project. Feel free to discuss difficulties and frustrations as well as positive results.
6. We will appreciate any further information you can provide that will help us to evaluate your organization – for example, contact information for individuals or organizations that know your work.

### V. BUDGET

Please provide a detailed account of the costs of the project, using a format similar to the one below. Amounts should be listed in rupees.

<i>Items</i>	<i>Year 1</i>		<i>Year 2</i>		<i>Year 3</i>	
	PPI	Other	PPI	Other	PPI	Other
Item 1 .....						
Item 2 .....						
<b>Total</b>	_____	_____	_____	_____	_____	_____

Under *Items*, include categories such as equipment, supplies, costs of training programmes, loans to individuals, support for volunteers, honoraria, administrative costs, etc. The items in the budget should be explained and justified in the project description (Part III above). The “Other” columns are for the listing of funds obtained from other sources (either other funding agencies or local contributions).